

California Department of Housing and Community Development

Local Housing Trust Fund Program

Application
September 22, 2003

Matching grants for local entities bringing investment and innovation to affordable housing

Applications to HCD will be accepted for two categories- existing and new Local Housing Trust Funds (see NOFA for "Program Definitions" for distinctions). Applications for existing Local Housing Trust Funds are due to HCD no later than 5pm on **November 14, 2003**. Beginning **November 14, 2003** applications will be accepted on an over-the-counter basis for new Local Housing Trust Funds. Awards are scheduled to be **announced** on or before December 31, 2003 for existing Local Housing Trust Fund applicants. Awards in the over-the-counter program for new Local Housing Trust Funds will be announced when applications have been reviewed and have met program requirements. Applications must be mailed or delivered to the address above. **Program Staff:** Mark Maldonado (916) 327-2874 mmaldona@hcd.ca.gov

SECTION I. APPLICATION SUMMARY:

A. Name of Applicant: _____

B. Applicant Address: _____

City: _____ Zip Code: _____

C. Chief Executive Name and Title: _____

D. Contact Person Name and Title: _____

E. Telephone Number: _____ E-Mail: _____

F. Are you applying as a(n):

☐ New Local

☐ Existing Local Housing Trust Fund

G. Geographic Areas Served: _____

H. Administering Entity: _____

I. a. Date Local Housing Trust Fund Established: _____

b. Date Local Housing Trust Fund Received Funding: _____

J. Entity Type

☐ City

☐ County

☐ 501 (c)(3) Nonprofit Corporation

K. Legislative Representatives

-Indicate all Legislators who represent any portion of the proposed service area.

	District No.	Legislator's Name
State Assembly		
State Senate		
U.S. Congress		

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SECTION II. ELIGIBILITY REQUIREMENTS:

[Attachment numbers refer to supporting documentation that must be attached to the application. See instructions.]

A. Eligible Applicant

Is the Applicant a city, county, city and a county, or a 501(c)(3) non-profit organization? **Attachment 2.1-2.6**

☐ Yes

☐ No

B. Housing Element Status

Does the Applicant have or serve an area that has an adopted housing element that the Department of Housing and Community Development has determined, pursuant to Section 65585 of the Government Code, to be in substantial compliance with the requirements of Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code?

☐ Yes

☐ No

C. Fund's Establishment

Does the Applicant utilize a public or joint public and private fund, which was established by legislation, ordinance, resolution or a public-private partnership to receive specific revenue to address local housing needs? **Attachment 2.7**

☐ Yes

☐ No

D. Fund's Funding Sources

Does the Applicant's local housing trust fund receive ongoing revenues from dedicated sources of funding, which are not otherwise restricted for use in housing programs? **Attachment 2.8**

☐ Yes

☐ No

If the Applicant answered NO to any of the questions in [the above] Section II, your application will not be reviewed further, as it is ineligible for this program.

SECTION III. FUNDS- REQUEST, MATCH AND SOURCE:

[Attachment numbers refer to supporting documentation that must be attached to the application.
See instructions.]

A. Total amount of LHTRF Funds Requested \$ _____

B. List match source(s) and amounts, also as Attachment 3

Source		Documentation
	\$	
	\$	
	\$	
	\$	
Total Match Offered		

C. List ongoing revenue source(s)

Source	Yearly Dollar Amount	Documentation
	\$	
	\$	
	\$	
	\$	
Total Yearly Revenue		

SECTION IV. RATING FACTORS:

Evaluation Criteria and Points

List Primary Funded Activities

- For existing Local Housing Trust Funds, base this information on the previous year's program budget
- For new Local Housing Trust Funds, base this information on your next year's projections/goals

Activity Funded	Year(s)	Dollar Amount and Percentage of Total Budget
<i>e.g. rental housing development</i>	<i>FY 02</i>	<i>\$975,000; 32%</i>

A. Serving Extremely Low Income Households

The extent to which the local fund devotes substantial resources to serving extremely low income households- 20 points. The *maximum* score will be awarded to local funds that either (a) have allocated at least 30 percent of total funds allocated in 2001 and 2002 to units for extremely low-income households (30 percent of AMI) or (b) recently adopted this requirement for future funding.

Attachment 4

B. Project Targets- Serving families in rental units, special needs populations, “at-risk” projects

The extent to which the local fund devotes substantial resources to serving families in rental units, and/or special needs populations (as defined by the Multifamily Housing Program), and/or residents of at-risk assisted housing (preservation projects)-20 points. The *maximum* score will be awarded to local funds where either (a) at least 75 percent of total funds allocated in 2001 and 2002 assisted projects serving these groups or (b) a requirement has recently been adopted for this level of targeting in the future.

Attachment 4

C. Use of Local Housing Trust Fund’s Match and LHFP Funds Awarded- Serving families in rental units, special needs populations, “at-risk” projects

Whether the applicant commits to using the LHFP and the required matching funds on projects where (a) at least 30 percent of total units will be restricted to extremely low income households (30 percent of AMI) and (b) the project qualifies either as “at-risk” or at least 30 percent of total units will either contain three or more bedrooms or be restricted to special needs populations. For the purposes of this criterion, “at-risk” and “special needs populations” are defined by the regulations governing the Multifamily Housing Program (MHP)- 20 points will be awarded to applicants who make this commitment..

Does the applicant commit to using the LHFP and the matching funds on projects with targeting as described in the previous paragraph?

☐ Yes (20 points)

☐ No (0 points)

D. Match from Source Other Than Impact Fees

The extent to which the local fund provide the required matching funds from sources other than impact fees on residential development-15 points. The *maximum* score will be awarded to local funds that match state funds entirely with sources other than impact fees on residential development.*

E. Exceed Match

The extent to which the LHFP recipients exceed the minimum required match amount (expressed as a percentage of the minimum required match requirement)-15 points*

F. Serving Communities in Distress

The extent to which the local fund serves communities in distress- 15 points. This shall be measured by the percentage of renters overpaying in the jurisdiction(s) served by the fund.*

***Criteria D, E and F will be scored on a curve**

V. SUPPORTING DOCUMENTATION

Submit the following additional items. Label with the attachment numbers indicated:

- A. Program operating guidelines as described in Paragraph J of the NOFA. **Attachment 5a.**
- B. Resolution adopted by the governing board of the applicant authorizing submission of the LHTFP application and execution of a contract with HCD governing the use of LHTFP funds, and designating the individual who may execute these and other documents on behalf of the applicant (a sample Resolution is attached to the Application Instructions). **Attachment 5b**
- C. Brief description of the local management and staffing for the grant **Attachment 5c**

SECTION I. Instructions

Item IA-E. Complete the Applicant information

Item IF. Select which of the categories of funding the Applicant will request. The following are the distinctions that the LHTFP NOFA establishes:

“**Existing Local Housing Trust Fund**” is a Local Housing Trust Fund that was created, funded and is operated by a city, a county, a city and a county, or 501(c)(3) nonprofit organization *prior to January 1, 2003*.

“**New Local Housing Trust Fund**” is a Local Housing Trust Fund that was created and funded *after January 1, 2003* and is operated by a city, a county, a city and a county, or 501(c)(3) nonprofit organization.

Item IG. List the jurisdictions that your organization serves. Make sure to note the complete name of the jurisdiction, e.g. do not just note “San Diego”, instead note “City of San Diego”

Item IH. List the administering entity’s name if it is different than that of the Applicant.

Item Iia. List the date when the Applicant was established through legislation, ordinance or resolution.

Item Iib. List the date when the fund’s initial source of ongoing revenue, which is not otherwise restricted for housing purposes was committed to the fund (e.g. when the City Council approved dedication of a specific revenue source to the fund) .

Item IJ. Check the appropriate box(s).

Item IK. List the representative from the areas that the Applicant serves. If you have vacancies in any of your legislative seats, please still note the district number.

SECTION II. Instructions

Attachments: Label application attachments using the numbers shown below, and attach in sequential order.

Item IIA. If the applicant is a 501(c)(3) nonprofit corporation, provide the following attachments:

IRS approval of 501(c) (3) status **Attachment 2.1**
Secretary of State Letter of Good Standing **Attachment 2.2**
Articles of Incorporation **Attachment 2.3**
Bylaws **Attachment 2.4**
List of names of Board of Directors **Attachment 2.5**
Audited Financial Statements (last 2 years) **Attachment 2.6**

Item IIB. This status will be verified by the Department.

Item IIC. Applicant must provide enabling legislation, ordinance, resolution or minute order that established the local housing trust fund. **Attachment 2.7**

Item IID. Provide evidence that the local fund receives “on-going revenues” of funds that are “not otherwise restricted”, as these terms are defined in Section B of the NOFA. Such evidence would typically consist of the ordinance, resolution, minute order or other official document that dedicated

the revenues, together with a recent financial statement showing that they were being received on an on-going basis. NOTE: if the applicant is exclusively funded by: HOME, CDBG, low-moderate income redevelopment agency set-aside funds, or other funds restricted for use on housing, they are not eligible for this award **Attachment 2.8**

SECTION III. Instructions

Item IIIA. State the amount the Applicant is requesting for a matching grant from the LHFTP.

Item IIIB. Attach a financial or bank statement dated not more than 90 days before submission of the application evidencing the availability of the match, together with a complete description of any restrictions on the use of these funds. **Attachment 3**

Item IIIC. This is a chart of the funds that are identified in IID and provides a complete list of the eligible Local Housing Trust Fund's ongoing revenue sources, not just those offered as match. If the administering entity operates other programs, it is not necessary to list the sources for these other program(s). This documentation will serve as additional evidence of the on-going revenue source for the Local Housing Trust Fund

SECTION IV. Instructions

"Evaluation and Criteria Points" This section identifies funding priorities for purposes of the items below. Make sure to note programs/projects that the Applicant funds, even if they are not the categories that are mentioned in this section (e.g. first-time homebuyer). Use additional sheets if necessary.

Item IVA. Applicant must provide organizational guidelines or other local program document that identifies income targeting goals or a report documenting income targeting for 2001 and 2002. **Attachment 4**

Item IVB. Applicant must provide organizational guidelines or other local program document that identifies the targeting of these population(s) or a report documenting such targeting for 2001 and 2002. **Attachment 4**

Item IVC. No documentation required.

Item IV D. Applicant must ensure that Section III, B identifies all sources accurately.

Item IVE. Applicant must ensure that Section II, B is filled out accurately

Item IVF. These determinations will be made by the Department and will be based on data from the 2000 U.S. Census.

SECTION V. Instructions

There are no instructions for this section.

EXHIBIT

(SAMPLE) GOVERNING BOARD RESOLUTION

RESOLUTION NO. _____

THE GOVERNING BOARD OF

[Name of Applicant]

HEREBY AUTHORIZES: Submittal of an application to the California State Department of Housing and Community Development for funding under the Local Housing Trust Fund Program; and if selected, the execution of a standard agreement, any amendments thereto, and any related documents necessary to participate in the Local Housing Trust Fund Program.

WHEREAS:

- A. The California Department of Housing and Community Development (the "Department") is authorized to allocate Local Housing Trust Fund Program ("LHTF") funds made available from the Housing and Emergency Shelter Act of 2002. LHTF funds are to be used for the purposes set forth in Section 50843 of the Health and Safety Code, any implementing guidelines developed by the Department.
- B. On August 18, 2003, the Department issued a Notice of Funding Availability announcing the availability of funds under the LHTF program (the "NOFA").
- C. In response to the NOFA, _____ *[insert name of applicant]* a _____ *[insert the legal form of entity, e.g., subdivision of the State of California, nonprofit corporation]* (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, LHTF funds.

IT IS NOW THEREFORE RESOLVED THAT:

- 1. In response to the NOFA, the Applicant shall submit an application to the Department to participate in the LHTF program and for an allocation of funds not to exceed _____ Dollars (\$ _____) for the following activities and/or programs:

[briefly describe the proposed activities and/or programs]

to be located in _____ *[activity/program location(s)]*

2. If the application for funding is approved, the Applicant hereby agrees to use the LHTF funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statute and guidelines cited above. It also may execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department for participation in the LHTF program (collectively, the required documents).
3. The applicant authorizes _____ *[office or position titles of person(s) authorized]* to execute, in the name of the applicant, the required documents.

PASSED AND ADOPTED THIS _____ DAY OF _____ 20__, BY THE FOLLOWING VOTE:

AYES: _____ **NAYS:** _____ **ABSTAIN:** _____ **ABSENT:** _____

The undersigned _____ *[title of officer]* of the applicant does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

Signature

Date

NOTES:

1. This is intended to be a sample resolution authorizing submittal of an application to the Department and execution of various required documents. An applicant may use another format if it contains the dollar amount of the application and all of the authorizations contained in this sample.
2. The person attesting to the signing of the resolution cannot be the same person authorized to execute documents in the name of the applicant.